

**Minutes of Regular
ISD 877 Board of Education
Buffalo-Hanover-Montrose Schools**

Monday, January 28, 2019
Board Room, 214 1st Avenue NE, Buffalo
7:00 PM

1. CALL TO ORDER by Chair Sue Lee AND ROLL CALL

Present: Sue Lee, Laurie Raymond, Amanda Reineck, Bob Sansevere, Ken Ogden,
Melissa Brings

Absent: Dave Wilson

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment - None

C. Approval of Agenda

Raymond/Brings to approve

Motion carried 6-0

3. COMMUNICATIONS

A. Student Council Update, Jack Leipholtz, Student Representative – 2nd week of February is RAVE week with the theme of Courage to Connect. January and February are planning months for various upcoming events.

B. Proud Of

C. Board Calendar Dates

1. Monday, February 11, 2019 Board Workshop 4:30 p.m. Hanover Elementary

2. Monday, February 25, 2019 Board Retreat Noon DO Conference Room

3. Monday, February 25, 2019 Board Meeting 7:00 p.m. Board Room

4. CONSENT AGENDA

A. Personnel

APPOINTMENT – All appointments are contingent upon satisfactory completion of a criminal background check. Approve the following appointments:

1. Katilynne Jarmon, ECSE and Transportation ESP at Parkside Elementary, effective January 7, 2019. This is a replacement for Sharon Otremba.

2. Nikkole Schooler, Special Education ESP at Montrose Elementary School of Innovation, effective January 2, 2019. This is a replacement for Kelly Myrvik.
3. Michelle Bestland, ECSE ESP at Discovery Center, effective December 19, 2018. This is a new position.
4. Sarah Swanson, Special Education ESP at Parkside Elementary, effective January 22, 2019. This is a replacement for April Long.
5. Andrew LaVallee, Special Education ESP at Tatanka Elementary STEM School, effective January 28, 2019. This is a new position.
6. Michaela Anderson, Attendance Secretary at Buffalo Community Middle School, effective January 2, 2019. This is a replacement for Joan Costanzi.
7. Michelle Barthel, Custodian/Laundry at Buffalo Community Middle School, effective December 17, 2018. This is a replacement for Jordan Boos.
8. Andrea Jonasson, AVID Tutor at Buffalo Community Middle School, effective January 22, 2019.
9. Jasmine Nothnagel, AVID Tutor at Buffalo Community Middle School, effective November 26, 2018.
10. Regan Stenberg, KidKare Aide at Tatanka Elementary STEM School, effective December 6, 2018.
11. Angela Boelter, KidKare Supervisor, effective January 15, 2019.
12. Erin Waldorf, KidKare Supervisor at Hanover Elementary, effective January 7, 2019.
13. Emily Waldorf, KidKare Supervisor at Hanover Elementary, effective January 7, 2019.
14. Allison Brown, long-term substitute Special Education Teacher at Parkside Elementary, effective on or about February 19, 2019 and ending April 26, 2019. This is a replacement for Amanda Schmidt.
15. Heidi Gallart, Elementary School Nurse, effective January 31, 2019. This is a replacement for Sue Thomson.

RESIGNATION/RETIREMENT/TERMINATION – Approve the following resignation/retirement/termination:

1. Jill Lubben, 1st Grade Teacher at Northwinds Elementary, retirement effective June 7, 2019.
2. Bette Mattson, Attendance Secretary/ESP at Buffalo High School, retirement effective June 7, 2019.
3. Brandon Holthaus, AVID Tutor at Buffalo High School, resignation effective December 20, 2018.
4. April Long, Special Education ESP at Parkside Elementary, resignation effective January 8, 2019.
5. Jamie Keleher, KidKare Supervisor, resignation effective December 31, 2018.
6. Maria Lehtola, KidKare Supervisor, resignation effective January 2, 2019.

7. Laura Lambert, KidKare Supervisor, resignation effective December 17, 2018.
8. Tamara Aldrich, KidKare Supervisor, resignation effective December 21, 2018.
9. Mikaela Cypher, KidKare Supervisor, resignation effective January 4, 2019.
10. Tori Phillips, KidKare Aide at Parkside Elementary, resignation effective January 16, 2019.

TRANSFER/CHANGE IN ASSIGNMENT - Approve the following transfers/changes in assignment:

1. Nicholas Lostetter, part-time Social Studies Teacher at Buffalo High School and Phoenix Learning Center, to 1.0 FTE for 3rd Term, effective January 22, 2019 and ending March 29, 2019.
2. Ashley Lostetter, part-time FACS Teacher at Buffalo High School, to 1.0 FTE for 3rd Term, effective January 22, 2019 and ending March 29, 2019.
3. Nicole Reicks, English Teacher at Buffalo Community Middle School and Buffalo High School, to 1.0 FTE effective January 22, 2019.
4. Megan Steil, part-time Math Teacher at Buffalo High School and Phoenix Learning Center, to 1.0 FTE for 3rd and 4th Terms, effective January 22, 2019.
5. Kelly Davey, ECSE ESP at Discovery and Montrose Elementary Schools, increase from 4.26 to 4.92 hours as ECSE ESP and increase from 4 to 5 hours as Transportation ESP, effective December 14, 2018.
6. Maria Metz, Special Education ESP at Buffalo Community Middle School, decrease from 4 to 3.5 hours/day, effective December 17, 2018.
7. Kathy Hales, Special Education ESP at Parkside Elementary, increase from 4 to 6 hours/day as ESP and addition of .5 hours/day as Transportation ESP, effective January 2, 2019. Effective January 7, 2019, decrease from .5 to .25 hours/day as Transportation.
8. Cindy Brown, Special Education ESP at Parkside Elementary, 6 hours/day as Special Education and additional .5 hours/day as Transportation, effective January 7, 2019.
9. Holly O'Sullivan, KidKare Supervisor, from 7.5 to 9 hours/week, effective January 2, 2019.
10. Kaitlin Kramber, KidKare Supervisor, from 22.5 to 40 hours/week effective January 14, 2019.

LEAVE OF ABSENCE – Approve the following requests for leave of absence:

1. Anne McSorely, 1st Grade Teacher at Tatanka Elementary STEM School, request for leave of absence effective on or about April 25, 2019 and ending June 7, 2019.
2. Tessa Newby, Special Education Coordinator, request for leave of absence effective on or about March 20, 2019 and ending May 27, 2019.

3. Shannon Barclay, Math Teacher at Buffalo High School, request for leave of absence effective August 26, 2019 and ending November 1, 2019.
4. Laura Lindquist, Communications Coordinator, revised end date for leave of absence to December 21, 2018.

CONTRACTS – Approve the following agreements:

1. District Individual contracts for 2018-19 and 2019-20 – Special Education Coordinator.

B. Check Disbursements

Payroll checks # 9000044920 through 9000047763, and 205517 through 205531, amounting to \$3,301,216.00. P-card disbursement checks 8000000737 to 8000000766, totaling \$145,832.11. Bill-pay wires 800000472 through 8000000508. Employee reimbursement checks 9000001738 through 9000001820, and 9100001821 through 910001872, and Accounts Payable checks 389263 through 389717, for the period of November 30 – January 21 as follows:

01	GENERAL FUND	6,545,000.72
02	FOOD SERVICE	261,709.12
04	COMMUNITY SERVICE	205,162.31
05	CAPITAL OUTLAY	413,462.20
06	NEW BUILDING	158,892.38
07	DEBT SERVICE	3,300.00
09	ACTIVITY FUND	31,611.39
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	447,312.94
47	DEBT REDEMPTION	<u>1,425.00</u>
	TOTAL	\$8,067,876.06

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Dec. 3 - Jan. 16) is as follows:

Date	Vendor & Purpose	Amount
12/03/18	Educators Benefit Consultants – Deferred	\$
12/03/18	MN Dept. of Revenue – State Taxes	64,463.62
12/03/18	State of MN - Child Support	236.00
12/03/18	MN Dept. of Revenue – State Taxes	67.10
12/03/18	Grouped Fee - MSDLAF	59.91
12/03/18	BCBS - Health Insurance	917,125.00
12/05/18	BMO Corporate MasterCard – P-Card	145,832.11
12/05/18	Delta Dental – Dental Insurance	15,238.16
12/05/18	District #877 Employees – Employee	2,083.61
12/05/18	Select Account – Flex	8,106.99
12/07/18	Vanco - Food Service Fee	5,046.59
12/10/18	FeePav - Community Ed Fee	6,029.94
12/12/18	Delta Dental – Dental Insurance	11,039.20
12/12/18	Select Account – Flex	8,024.72
12/12/18	FeePav - Community Ed Fee	1,600.00

12/14/18	MN Public Employees Retirement	63,637.01
12/14/18	MN Teachers Retirement Association	188,503.29
12/14/18	Chicago USA Tax Pmt – Federal Taxes	371,781.78
12/14/18	District #877 Employees – Employee	1,117,219.55
12/14/18	Select Account – Health Insurance	900.00
12/14/18	Cash Management Service Fee -	40.98
12/17/18	State of MN - Child Support	141.50
12/17/18	Educators Benefit Consultants – Deferred	50,141.73
12/17/18	MN Dept. of Revenue – State Taxes	63,689.13
12/17/18	MN Dept. of Revenue – Sales Tax	2,396.00
12/17/18	MN Dept. of Revenue - Garnishments	166.16
12/18/18	eBay Inc.	73.93
12/19/18	Delta Dental – Dental Insurance	8,239.86
12/19/18	District #877 Employees – Employee	4,713.13
12/20/18	Xcel Energy – Utility	591.52
12/27/18	Delta Dental – Dental Insurance	9,893.22
12/28/18	Chicago USA Tax Pmt – Federal Taxes	366,564.27
12/28/18	MN Teachers Retirement Association	188,458.96
12/28/18	MN Public Employees Retirement	62,626.10
12/28/18	District #877 Employees – Employee	1,135,491.54
12/28/18	Select Account – Flex	2,739.77
12/28/18	Select Account – Flex	8,262.07
12/31/18	MN Dept. of Revenue – State Taxes	62,599.25
12/31/18	State of MN - Child Support	475.50
12/31/18	Educators Benefit Consultants – Deferred	50,061.66
12/31/18	MN Dept. of Revenue - Garnishments	208.83
01/02/19	Grouped Fee - MSDLAF	61.92
01/02/19	District #877 Employees – Employee	2,735.87
01/02/19	BCBS - Health Insurance	857,764.00
01/03/19	Xcel Energy – Utility	47.61
01/03/19	Select Account – Flex	2,967.91
01/04/19	Cash Management Service Fee -	37.38
01/07/19	Delta Dental – Dental Insurance	10,251.14
01/08/19	FeePay - Community Ed Fee	1,300.00
01/08/19	FeePay - Community Ed Fee	3,819.24
01/08/19	Vanco - Food Service Fee	4,350.83
01/09/19	Delta Dental – Dental Insurance	5,352.09
01/09/19	Select Account – Flex	12,009.09
01/11/19	MN Dept. of Revenue – Sales Tax	261.00
01/14/19	BMO Corporate MasterCard – P-Card	138,048.83
01/15/19	Chicago USA Tax Pmt – Federal Taxes	337,895.24
01/15/19	MN Public Employees Retirement	51,931.59
01/15/19	MN Teachers Retirement Association	184,373.58
01/15/19	District #877 Employees – Employee	1,037,388.01
01/16/19	State of MN - Child Support	381.00
01/16/19	MN Dept. of Revenue – State Taxes	56,293.56
01/16/19	eBay Inc.	60.68
01/16/19	Delta Dental – Dental Insurance	9,102.47
01/16/19	Educators Benefit Consultants – Deferred	49,637.68
01/16/19	MN Dept. of Revenue - Garnishments	143.34
01/16/19	Select Account – Health Insurance	2,200.00
01/16/19	Select Account – Flex	20,500.02
01/16/19	District #877 Employees – Employee	
	Total	<u><u>\$</u></u>

D. Minutes - December 10, 2018 Regular Meeting and January 14, 2019 Special Meeting

E. Donations/Grants totaling \$21,847.01
 Reineck/Ogden to approve
 Motion carried 6-0

5. ACTION ITEMS

A. Bid Award - HVAC Equipment Replacement at BCMS, BHS and HES, John Heltunen, Director of Buildings and Grounds

On January 24, 2019, six bids were received for Roof HVAC Equipment Replacement. Sites for the replacement are Buffalo Community Middle School, Hanover Elementary and Buffalo High School. The low bid was received from NAC Mechanical at \$513,000.

Brings/Sansevere to award bid to NAC Mechanical for \$513,000 and to reject Alternate No. 1 for additional units at Buffalo High School.

Discussion: bids came in as projected.

Motion carried 6-0.

- B. MSHSL FORM B/C Grant Application, Tom Bauman, BHS Activities Director Grant will provide leadership initiatives and include training sessions for coaches/students and member school personnel. This would help in the transition to the Lake Conference for 2019-20. Could also ask for funds in the area of safety to provide cost coverage for such things as pre-concussion testing. The Lake Conference is also submitting for a grant for the leadership initiatives.

Brings/Sansevere to approve support of the District's application to the Minnesota State High School League Foundation for a FORM B grant.

Discussion: Will be asking for \$2000 for leadership and \$700 for concussion testing.

Motion carried 6-0.

- C. Authorized Signers for Electronic Fund Transfers, Gary Kawlewski, Director of Finance and Operations

Sansevere/Raymond resolved the following persons are authorized to make electronic fund transfers: Scott Thielman, Gary Kawlewski, Miranda Kramer, Jennifer Dengerud and Michelle Sisell

Motion carried 6-0

- D. Authorized Signers Accepted by Official Depositories, Gary Kawlewski, Director of Finance and Operations

Sansevere/Brings resolved the following authorization signatures be accepted by the official depositories. The authorization signatures are as follows: Dave Wilson –Chairperson; Melissa Brings – Clerk; Laurie Raymond – Treasurer; Scott Thielman, Gary Kawlewski, Miranda Kramer, Jennifer Dengerud, and Michelle Sisell.

Motion carried 6-0

- E. 2019-20 Budget Assumptions, Gary Kawlewski, Director of Finance and Operations

Have determined the assumptions to be used for developing the 2019-20 budget for the school district. Assumptions include the November enrollment

projections, a 2% increase in the General Ed revenue formula, a 2.5% increase in Special Education aid, 2014-15 staffing ratios, continuation of 6.0 FTE for class size reduction and 6.0 FTE for Location Equity Revenue funding and the spending of \$400,000 as scheduled for technology in 2019-20.

Brings/Sansevere to approve

Discussion: 6.0 class size reductions could be an area that is modified.

Motion carried 6-0

6. REPORTS

7. COMMITTEE REPORTS

BS – CEAC, NWSISD, PES Family Fun Night, MSBA Legislative Conference

LR – MSBA Legislative Conference

AR – MSBA Legislative Conference

MB – MSBA Legislative Conference

SL - WTC

8. SUPERINTENDENT'S REPORT

BounceBack – Just Say Hello Campaign, making connections in your community.

BHS is working to provide a student to read in every elementary classroom in the District on February, 13.

9. OTHER

Ogden/Sansevere to adjourn at 7:40 p.m.

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education